

ARCS PROCEDURE:	ARCS VANS WEEKLY MAINTENANCE PROCEDURE	PRO(ARCS)-007.002
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## ARCS Vans Weekly Maintenance Procedure

### I. Purpose:

The purpose of this procedure is to define the required maintenance to the vans while situated at the site locations. This maintenance is to prevent damage to the vans, as well as repair minor damage that might occur.

### II. Cautions and Hazards:

- Care must be taken when checking the grounding straps to ensure that none are left disconnected and that they are completely inserted.

### III. Requirements:

- Wire brush.
- Socket wrenches.
- Vise grips.
- Lubricant (special rust inhibitor).
- Touch-up paint.

### IV. Procedure:

#### A. Van Maintenance:

1. Inspect the vans at least once a week for cracking of the seals around doors, hatches, cable entrances, and windows.  
**Note:** Any damage noted is to be entered on the Site Daily Log (SDL).
2. Check the exteriors of the vans during monthly rounds for chipping and/or peeling of outside paint. Touch-up paint is provided with the spares equipment. Before applying the paint, discuss the problem at the weekly conference call.
3. Check ground straps from the vans to the generators and between the vans once a week for tightness and corrosion.
  - Tighten any loose connections that may be found on any of the grounding straps. **If there are loose connections, it is imperative that this problem be noted on the Site Daily Log.**

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- Clean off any corrosion on the grounding straps and coat the wire or cable with a protective grease coating. **It is imperative that this error be noted in the Site Daily Log.**
4. Check the MACS and COMS antennas at least once a week for secure mountings and good cable connections.
  5. Check the antennas for alignment at the same time. Direct the GOES antenna in a certain direction for transmission. **It is imperative that this error be noted in the Site Daily Log.**
    - If the antenna is very much out of alignment, make a call to the TWPPPO and discuss with the operations manager.

#### V. References:

None.

#### VI. Attachments:

None.